



## NORTH CAROLINA A&T STATE UNIVERSITY HOMECOMING



OCTOBER 19-21, 2006

### Dear A&T Homecoming Vendor:

The City of Greensboro and NC A&T State University Alumni Association, Inc. will sponsor the 2006 Pavilion and preparations are already underway. Our goal is continuous improvement in partnership with you to provide a safe and festive atmosphere. Included in this packet is an application form, vendor acknowledgement and release and a return pre-addressed envelope.

### NEW THIS YEAR

- In addition to the privilege license fee of \$100, there will be a \$100 space fee for a total of \$200 per vendor. Each vendor will be allowed one space until Pavilion is sold out.
- Please note there is a 20' limit for each set up. We do not have capacity for any unit larger than 20'.
- On site check-in will be on Thursday, October 19 from 8am – 6pm and Friday, October 20 from 8am – 10am. Operating hours are Friday, October 20 from 11am to 12Midnight and Saturday, October 21 from 7am to 12Midnight.
- No vehicles will be allowed to drive within the Pavilion after 11am on Friday, October 20. At the conclusion of the event, vehicles may start leaving the Pavilion on Saturday, October 21, after 9pm.

The 2006 Vendor Guidelines and Pre-registration Process are as follows:

- ✓ Spaces are limited and will be assigned as appropriate. Staff reserves the right to assign spaces, modify procedure and/or implement policy in the best interests of the City of Greensboro and NC A&T Alumni Association, Inc.
- ✓ Food vendors are required to include with their application, a copy of their **PRE-APPROVAL** letter from the Guilford County Environmental Health Department. Details can be found on the Guilford County's website at <http://tfe.gheh.org> or by calling them directly at (336) 641-7777.
- ✓ Applications will be received by the City of Greensboro Collections Division and will be time and date stamped in the order they are received. They will be sorted by requirements (water, electricity, size, type, etc.) and assigned a space location based on those requirements.
- ✓ **To avoid processing delays, please use the enclosed return envelope.** Applications may also be delivered in person to the City of Greensboro Collections Division, Room 112, 300 W. Washington St., Monday through Friday, from 8am to 5pm.
- ✓ **Applications must be received no later than 5pm on Friday, September 15, 2006.** The City of Greensboro is not responsible for mail delays. An envelope post marked September 15, 2006 or before does not constitute receipt. Applications received after September 15, 2006 will be placed on a waiting list and potential vendors will be notified if space is available.
- ✓ **The non-refundable fees must be submitted with your application.** Acceptable forms of payment are money order, certified check or cashiers check payable to "City of Greensboro". Non-certified personal or business checks will be returned, causing a delay in processing your application.

- ✓ A letter will be mailed to approved applicants no later than Friday, September 29, 2006, which will include your space assignment and any additional instructions. Space assignments will only be disclosed via this process.
- ✓ A command tent will be staffed at the Pavilion. The command tent will serve as the central check-in point for approved vendors and all other service requests.
- ✓ Approved vendors are required to check-in onsite Thursday, October 19, from 8am until 6pm or Friday, October 20, from 8am until 10am. Vendors who have not registered by October 20 at 10am may forfeit their space assignment unless prior arrangements have been approved by City staff.
- ✓ During on-site check-in, approved vendors will be issued a City of Greensboro Privilege License and a parking pass for a specific lot. **Due to limited parking spaces, only one parking pass will be issued for each vendor.** Vendors may begin setting up after on-site check-in.
- ✓ **Due to safety concerns, vehicles will not be allowed on the lot for any reason during Pavilion operating hours. This policy will be strictly enforced and violators will be towed at their own expense.**
- ✓ Re-stocking assistance will be provided.
- ✓ 24 hour Security will be provided at the Pavilion, however, vendors are ultimately responsible for all of their merchandise and equipment.
- ✓ Counterfeit (fake) merchandise **will not be permitted**. Counterfeit merchandise includes all goods that are made and sold without permission of the owner of the trademark, for example, merchandise with A&T logos, jewelry, purses, shoes and other articles of clothing that are fake. Licensing and State agents will be inspecting goods and **will confiscate** any items found to be counterfeit, imitations or illegal.
- ✓ If vacancies are available after final check-in on Friday, October 20, other vendors may request an application that will be reviewed on a first received basis beginning at 4pm.

Vendors who wish to be mobile selling items should contact the City of Greensboro, Collections Division at 336-373-2501 to apply for a Peddlers license. Peddlers who wish to sell pre-packaged food or beverage should contact the Guilford County Health Department for pre-approval. Please note that peddling along the parade route during the parade is not permitted due to pedestrian safety concerns and at the request of NC A&T State University.

**Questions should be directed to the following City of Greensboro Departments:**

**General Questions – (336) 373-CITY(2489)**  
**Peddlers License – (336) 373-2501**  
**Guilford County Health Department – (336) 641-7777**

#### **2006 A&T Homecoming Pavilion Schedule**

<b>Event</b>	<b>Date</b>	<b>Time</b>
Pre-registration Application Deadline	Friday, September 15	5pm
On-site check-in for approved vendors	Thursday, October 19	8am – 6pm
Pavilion lot <b>OPEN</b> for vehicles and setup	Thursday, October 19	8am – 6pm
Pavilion lot <b>CLOSES</b> for vehicles and setup	Thursday, October 19	6pm
Final on-site check-in	Friday, October 20	8 – 10am
Pavilion lot <b>FINAL CLOSING</b> for vehicles and setup	Friday, October 20	11am
Pavilion open to public	Friday, October 20	11am - Midnight
Pavilion open to public	Saturday, October 21	7am – Midnight
Pavilion lot opens to exiting vendor vehicles	Saturday, October 21	9pm